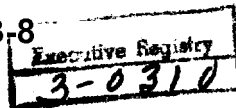


CONFIDENTIAL
Security Information

JUN 20 1952



MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Recommended Awards for Meritorious Suggestion and Superior Accomplishment

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Thursday, 12 June 1952. Members present were:

25X1A	Matthew Baird	- Chairman
	[REDACTED]	- (for Comptroller)
	Wilfred L. Peel	- Chief, Organization and Methods Service
	George E. Meloon	- Personnel Director
25X1A	[REDACTED]	- Recorder

2. The Committee voted favorable action on the following recommendations:

A. Meritorious Suggestions

25X1A [REDACTED]
Mail-file Clerk, GS-5
CIA Library
Office of Collection and Dissemination

(1) Suggestion: Discontinue stamping "DESTROY AFTER USE" on such extra copies of intelligence documents as are disseminated to the CIA Library and which need not be returned to the CIA Library for file and reference use. Notify all CIA offices of this change.

This suggestion has been put into effect in the OCD Library with a resultant saving of approximately 6 man-hours per day. Savings based on the salary of a GS-2 Clerk amount to approximately \$2,000 per year.

(2) Award Recommended:

(a) One-step in-grade salary increase

(b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] Paragraph E (1) 25X1A
(a) (2) and Paragraph C (3).

B. Superior Accomplishment

25X1A [REDACTED]
Electronics Mechanic, GS-8
STATSPEC [REDACTED] Office of Operations

CONFIDENTIAL
Security Information

CONFIDENTIAL

25X1A (1) Accomplishment: In response to a need in the
[REDACTED] for facilitating the task of counting
lines of type for proper paging of messages prior to
25X1A delivery to the [REDACTED] for transmission, 25X1A
[REDACTED] developed an automatic line counting device as
an attachment to teletypewriters. The use of this
device has proven so satisfactory that it has been
25X1A installed on all teletypewriters at the [REDACTED] 25X1A
and is currently being evaluated for use at other [REDACTED] 25X1A
25X1A [REDACTED] Development of this device is considered
to be an outstanding contribution on [REDACTED] part
and totally excluded from the requirements of his position 25X1A
as an Electronics Mechanic.

(2) Award Recommended:

(a) One-step in-grade salary increase. 25X1A

(3) Authority: CIA Regulation [REDACTED] Paragraphs E (1)
and (2) (b).

3. The Committee recommends your approval of the awards proposed in
the foregoing paragraphs.

25X1A

[REDACTED]

MATTHEW BAIRD
Chairman, Efficiency Awards Committee

APPROVED:

25X1A

[REDACTED]
WALTER REID WOLF
Deputy Director
(Administration)

WRF
20 June 52

CONFIDENTIAL
Security Information

CONFIDENTIAL

AR-8-1514

JUN 20 1952

3-0310

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Recommended Awards for Meritorious Suggestion and Superior Accomplishment

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Thursday, 12 June 1952. Members present were:

25X1A Matthew Baird - Chairman
 [REDACTED] - (for Comptroller)
 Wilfred L. Peel - Chief, Organization and Methods Service
 25X1A George E. Meloon - Personnel Director
 [REDACTED] - Recorder

2. The Committee voted favorable action on the following recommendations:

A. Meritorious Suggestions

25X1A

[REDACTED]
 Mail-file Clerk, GS-5
 CIA Library
 Office of Collection and Dissemination

(1) Suggestion: Discontinue stamping "DESTROY AFTER USE" on such extra copies of intelligence documents as are disseminated to the CIA Library and which need not be returned to the CIA Library for file and reference use. Notify all CIA offices of this change.

This suggestion has been put into effect in the OCD Library with a resultant saving of approximately 6 man-hours per day. Savings based on the salary of a GS-2 Clerk amount to approximately \$2,000 per year.

(2) Award Recommended:

- (a) One-step in-grade salary increase
- (b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED]
 (a) (2) and Paragraph C (3).

Paragraph E (1) 25X1A

B. Superior Accomplishment

25X1A

STATSPEC

[REDACTED] DEBACH
 Electronics Mechanic, GS-5
 [REDACTED] Office of Operations

CONFIDENTIAL
 Security Information

~~CONFIDENTIAL~~
Security Information

- 25X1A (1) Accomplishment: In response to a need in the [redacted] for facilitating the task of counting lines of type for proper paging of messages prior to delivery to the [redacted] for transmission, 25X1A
- 25X1A [redacted] developed an automatic line counting device as an attachment to teletypewriters. The use of this device has proven so satisfactory that it has been installed on all teletypewriters at the [redacted] 25X1A
- 25X1A and is currently being evaluated for use at other [redacted] 25X1A
- [redacted] Development of this device is considered to be an outstanding contribution on [redacted] part and totally excluded from the requirements of his position as an Electronics Mechanic. 25X1A
- (2) Award Recommended:
- (a) One-step in-grade salary increase.
- (3) Authority: CIA Regulation [redacted] Paragraphs E (1) and (2) (b). 25X1A

3. The Committee recommends your approval of the awards proposed in the foregoing paragraphs.

SIGNED

MATTHEW BAIRD
Chairman, Efficiency Awards Committee

APPROVED:

15/ L. K. White
~~WALTER REID WOLF~~
Acting Deputy Director
(Administration)
20 June 1952

PSPS/RJB:sm (19 June 1952)

Distribution:

- 1 - A/AD/P
- 1 - EAC File
- 1 - Pers. Dir.

RECORDED
JUN 21 5 22 PM '52
INDEXED
~~CONFIDENTIAL~~
Security Information